



## Job Description

**Job Title: District Transcript Evaluator II**

**JTC: CR8**

**Salary Range: N04**

**FLSA: Non-Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Review and evaluate college transcripts for students to determine placement of transfer courses in order to accurately prepare transfer credit evaluations. Act as a liaison for assigned academic college for relevant matters in transfer, admission and evaluations.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of academic degree requirements, conversion of academic credits, academic policies and accreditation is required. Ability to analyze and interpret college catalogues and other college publications, policy manuals, transcripts, and other application materials. Knowledge of institutional policies is required.

Knowledge of college degree programs in order to answer questions and provide accurate information to students. Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions.

Ability to work together as a team and create a positive and diverse work environment. Ability to multitask in a fast-paced office environment with many interruptions in order to meet deadlines and maintain office workflow. Must pay attention to detail and possess strong organizational skills.

Ability to make decisions based on information they have been provided. Advanced data entry skills with attention to details. Ability to maintain open communication with various departments and campuses is required. Familiarity and use of technology is critical to the success of the position and overall operation.

Ability to coach and lead team. Ability to utilize computer technology to access data, maintain records, generate reports and communicate with others. Must have strong interpersonal skills in terms of both clearly and concisely communicating complex information and listening effectively. Provide a high level of customer service in a courteous and friendly manner to individuals from diverse backgrounds.

### PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Associate degree and four (4) years of experience in degree audit, and experience with college transcript evaluation. Must have valid driver's license for offsite travel. Official transcripts will be required. \*\*\* Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for evaluating domestic, international and military student transcripts utilizing DCCCD established standards and procedures. Conduct extensive research utilizing various credible manuals to clarify accreditation and review components of a transcript. Responsible for accurately entering evaluated courses in student records.

Analyze course descriptions in detail to determine and exercise judgment to establish accurate equivalencies. Distribute the TEC email to process special requests and respond to questions. Navigate between colleague student software screens during the evaluation process to accurately complete evaluation focusing on determining course equivalencies.

Interface and assists staff, faculty and students on evaluations and revisions of student records. Determine the best course of action considering courses that have been dropped, added or changed from catalog to catalog noting significant changes that may occur. Compute and record monthly reports detailing transcripts evaluated and scanned.

Build and maintain standard equivalencies database. Evaluate and distribute daily scanned transcripts from each campus. Utilize resources to determine accreditation and research course descriptions. Identify, analyze and determine course equivalencies. Coach and mentor other transcript evaluators.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*